

#### Public Notice

- a. ☐ Every page must be numbered
- 1 b. ☐ Place on appropriate letterhead
- c. ☐ In the second to last paragraph of the Public Notice template at the bottom of this page, there is a section listed as XX days. The XX should be changed to 30 unless there is a prior agreement with the Project Manager.

#### Drawings (In Color if Possible)

- a. ☐ Has each drawing been inserted into the Word Document?
  - b. ☐ Is each drawing on its own page?
  - c. ☐ Does each drawing have the appropriate documentation beneath it?
- 2 I. Proper Documentation
    1. ☐ US Army Corps of Engineers
    2. ☐ Application Number: \*\*\*\*\*
    3. ☐ Date: \*\*/\*\*/\*\*\*\*
    4. ☐ Drawing Page: \* of \*

#### 3 Mailing List (Adjacent Property Owners)